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6 April 1954

MEMORANDUM FOR: Executive, OCD

SUBJECT: Library Control of Books in Agency Components

1. Having had some vague thoughts on this subject for three years, I pass them on for whatever use they may be.

2. In the old Weapons Division/OSI in 1951 I had a list compiled of the technical and reference books then permanently held by each of the four Branches. This list (copy attached) served two major purposes:

a. At the Division level we could stop new orders by one Branch for books already held by another.

b. By identifying unnecessary duplicates, we could return a number of copies to the Library and pool some titles centrally in the Division.

3. The above technique could have been extended to the Office level, but was not. Whether it has or not since, the failure to do so then is significant in that it demonstrated the limits of self-engendered book control, and suggested the need for CIA Library initiative.

4. There may be no such problem today, after three years' growth. If there is, might not the Library profitably take the following steps:

a. Supply each component chief (AD or equivalent) with a list of books (showing numbers of copies) known to be on "permanent loan" to his component.

b. Ask that the list be reviewed to indicate:

- (1) Where within the component (i. e., which Division, Staff, or Branch) the volumes are retained.

C & A, OCD Library

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(2) Those which could be returned to the CIA Library.

(3) Those not listed but known by the component to be on "permanent loan."

5. The above technique might yield the following results:


a. An increase in central holdings with concurrent reduction in new orders.

b. An awareness by sub-components of the previously unknown availability, close-at-hand, of needed books. (This would be assured if final lists based on 4b above were provided each sub-component by the Library.)

c. A decrease in analyst insistence on more new aids to research by virtue of a new appreciation of available aids.

6. You will note in the attachment that some titles listed were "personal copies." Perhaps a survey such as suggested above would result in bringing under Library control some books which owners would be willing to release as far as ownership is concerned.(retaining them, of course, if needed). The Library might also discover unknown titles, although this is naturally doubtful.


Office of Intelligence Coordination

OIC:  (6 April 1954)

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